

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE ASSISTANT I	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 09/01/2007
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$1,678 - \$2,098 GRADE: H

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High school graduate

EXPERIENCE: Must have four years of clerical experience.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: none

EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides administrative support to all office staff in the day-to-day functions of the agency while performing detailed clerical duties; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Interprets and applies departmental rules, regulations and policies as they relate to general office management. Provides support to supervisors and administrative staff in carrying out the functions of the office. Performs detailed clerical and simple administrative functions such as researching, collecting, collating, assembling, tabulating basic data to be used in the development of bulletins, billings, reports and other informational materials and editing/updating documents/materials/manuals including style/format, maintaining Division employee attendance records, maintaining counselor survey records, verifying final retirement audits, utilizing Microsoft Excel to compile data for Division's monthly report, reviewing files for required membership forms, maintaining files of documents to be mailed to members and participating agencies, prepares documents for imaging. Reviews, processes (including accurate moving and indexing of imaged documents), and distributes daily mail for Division staff. Keys membership forms, insurance applications, initial and recurring payrolls. Fills mail requests according to mailing label or listing specifications. Answers basic questions by phone or email or during member's office visit. Assists in greeting visitors to the front office and notifying appropriate counselor for scheduled appointments. Reviews retirement forms for proper completion. Advises member of need for other necessary retirement forms, prepares form letters, drafts simple correspondence. Informs managers of scheduling conflicts or unscheduled visitors in order to ensure that all visitors to office are handled in a timely and professional manner. Coordinate workflow of area/division. Operates various office equipment such as PC, copier, printer, calculator, microfilm, facsimile or audio-visual equipment. Responsible for copying original technical and membership documents including voluminous files.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.